



# FOOD SCOOP

“A Michigan Food & Nutrition Program Edition”

**December, 2003**

Issue No. 4

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### NEED ASSISTANCE CALL:

School Meals Program	(517) 373-3347
Food Distribution	(517) 373-8642
Fiscal Reporting	(517) 373-0420
Child & Adult Care Food Program	(517) 373-7391
Fax Number	(517) 373-4022



### **School Policy Guidelines for Replacing and Denying Meals**

#### **LOST/STOLEN/MISUSED TICKETS (1,2):**

USDA's National School Lunch Program (NSLP) encourages schools to develop a policy to handle the situation when a student has a lost, stolen or misused meal ticket. The term "ticket" is generic for any medium of exchange, including debit card systems, used to obtain a meal. When a student is without a ticket, the school may establish its own ticket replacement procedure. If the policy limits the number of tickets reissued, it must conform to the following standards:

1. The school policy must be in writing and issued as a letter to the home or as part of the student handbook.
2. A minimum of three ticket replacements must be allowed each student per year.
3. The school must keep a list of students who report lost/stolen/misused tickets.
4. The list should be consulted each time a student reports lost/stolen/misused tickets.
5. A written warning must be given at least once before ticket replacement is denied.
  - a. It must include an explanation that student has requested ticket replacement due to lost/stolen/misused ticket.

- b. It must include the number of ticket replacements issued to the student to date.
- c. A written warning must state that the next time the student does not have a ticket he/she will either be denied a meal or will be served an alternate meal.

6. The policy must apply equally to free, reduced and full paid students.
7. Schools must always provide meals to students in grades K-2 or to students with disabilities that may make them unable to take full responsibility for their ticket.

#### **ALTERNATE MEALS (3):**

1. Schools may offer alternate meals to students who have used their three ticket replacements. There are two approaches to offering alternate meals:
  - a. Schools may offer an alternate meal that is not eligible for reimbursement, for example, a cheese sandwich and milk.
  - b. Schools may offer an alternate meal that is eligible for reimbursement, where the meal meets the meal pattern requirements, for example, a cheese sandwich, apple, carrot sticks, and milk.
2. The school policy can limit the number of alternate meals a student receives.

#### **CHARGING MEALS (3,4):**

1. NSLP does not regulate meals that students charge at school.

2. If a student has a charge balance, the school must provide a meal when the student is using money to pay for the current day's meal or future meals.
3. It is permissible for schools to serve only one particular set of food items to children whose parents owe the school money, as long as the food items comprise a reimbursable meal.
4. If a student repeatedly comes to school with no lunch and no money, report this to the building administrator. It could be a sign of abuse or neglect.

#### **DENYING MEALS (3,5):**

1. NSLP Regulations prohibit schools from denying meals as a form of disciplinary action against free, reduced or paid students.
2. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
3. If a student is in a discipline/detention situation during the lunch period, schools may serve meals that are different from the one being served in the lunchroom and in a different location as long as the meal pattern is followed and a reimbursable meal is offered.

#### **REFERENCES**

1. MDE Administrative Policy Memo #3, SY 1988-89.
2. USDA FNS Instruction 765-7, Rev. 1.
3. USDA MWRO FY 97 Policy Memo #5.
4. USDA MWRO SMP Call Minutes 6/25/01.
5. USDA FNS Instruction 791-1.

### **Who's Got My Cheese?**



If you find the name of your school district on the enclosed list from Schwans, you need to contact Marsha Rose, 888-494-5045, ext. 7018. Schwans has provided this information for schools that had cheese backhauled during previous school years and have balances remaining.

#### **Commodity Updates**

*New processed foods to watch for on your warehouse order guides:*

- Mixed Fruit Applesauce Cups 96/4 oz.
- Stuffed Shells 112 servings/4.3 oz.

*New donated foods for SY 2003 – 2004:*

- Salmon 6/4#
- Blackberries, 30# bulk
- Nonfat dry milk 6/4#

*Discontinued Processed Products:*

Raw Pleva Beef Patties – due to recommendations by the USDA, JTM will not be processing the raw beef patties. With the shortage of cherries this year, we want to concentrate on the Precooked Pleva Patties until supplies are exhausted.

Pork Nibblers and Pork RibBQ – the limited supplies of pork for processing for the remainder of the 2004 school year, created another processing decision. Since there is a greater demand for the sausage links and pork patties, the Commodity

Advisory Committee suggested using the remaining pork for these two items from Pierre and the precooked Pleva Breakfast Patty from JTM.

### **Irradiation Workshop Survey Results**

Commodity \$\$ distribution will remain at current levels – 70% Group A & 30% Group B (90% support of survey respondents).

Planning for the Farm to School Pilot is under development and the names of nine school districts have been submitted to Sandra Hill from the Michigan Department of Agriculture. More information will be made available as the project progresses.

Twenty-five schools indicated they would be interested in ordering USDA irradiated commodity ground beef. Fifty-five expressed concerns about ordering it at this time. Watch for more information on irradiation at other conferences this year. Please let MDE know additional information you may need to assist in your decision-making.

<div>December 2003</div> <div>CALENDAR OF EVENTS</div> <div>CHILD NUTRITION PROGRAM</div>	<div>Michigan State Board of Education</div> <div>Kathleen N. Straus, President</div> <div>Sharon L. Gire, Vice President</div> <div>Michael David Warren Jr., Secretary</div> <div>Eileen L. Weiser, Treasurer</div> <div>Marianne Yared McGuire, NASBE</div> <div>Delegate</div> <div>John C. Austin</div> <div>Herbert S. Moyer</div> <div>Sharon Wise</div> <div>Thomas D. Watkins, Superintendent</div> <div>Governor Jennifer Granholm, Ex-Officio</div>
December, 2003	
10	November Monthly Claim Due
15	Verification Deadline
30	October Monthly Claim Deadline
January, 2004	
10	December Monthly Claim Due
29	November Monthly Claim Deadline

Schwan Cheese Balance

School	November Available	July to Present Use
WATERFORD SCHOOL DISTRICT	1.07	
KEARSLEY CMTY SCHOOL DISTRICT	1.24	45.96
LAPEER CMTY SCHOOL DISTRICT	1.90	540.23
GULL LAKE CMTY SCHOOL DISTRICT	5.43	
WHITE CLOUD PUBLIC SCHOOL DIST	6.32	
VICKSBURG CMTY SCHOOL DISTRICT	15.07	
BETSIE VALLEY ELEM SCHOOL	47.97	
MARCELLUS CMTY SCHOOL DISTRICT	47.97	
ST JOSEPH SCHOOL	47.97	
DE TOUR AREA SCHOOL DISTRICT	48.00	
RICHMOND CMTY SCHOOL DISTRICT	61.23	35.58
CLARE PUBLIC SCHOOL DISTRICT	61.65	191.92
HASTINGS AREA SCHOOL DISTRICT	69.66	
STANDISH-STERLING CMTY SD	94.72	109.52
CENTRAL MONTCALM PUBLIC SD	95.94	
MACKINAW CITY PUBLIC SCH DIST	96.00	
PERRY PUBLIC SCHOOL DISTRICT	100.44	16.06
CHESANING UNION SCHOOL DIST	105.89	
AUGRES-SIMS SCHOOL DISTRICT	146.36	
BATH CMTY SCHOOL DISTRICT	147.82	
SOUTH HAVEN PUBLIC SCH DIST	153.75	529.02
ALPENA PUBLIC SCHOOLS	167.88	106.99
HAMTRAMCK PUB SCHOOL DISTRICT	177.46	
BRANCH AREA CAREER CENTER	191.97	
DUNDEE CMTY SCHOOL DISTRICT	192.43	
GOODRICH AREA SCHOOL DISTRICT	210.03	136.72
HILLSDALE CMTY SCHOOL DISTRICT	222.23	264.13
FRANKENMUTH SCHOOL DISTRICT	240.00	
WYOMING PUBLIC SCHOOL DISTRICT	240.17	266.53
WESTWOOD CMTY SCHOOL DISTRICT	241.99	
GODWIN HEIGHTS SCHOOL DISTRICT	245.43	121.76
LAKEVIEW SCHOOL DISTRICT	246.39	
WEST BLOOMFIELD SCHOOL DIST	255.50	139.63
KINGSLEY AREA SCHOOL DISTRICT	259.72	
MASON CONS SCHOOL DISTRICT	266.18	67.82
BOYNE CITY PUBLIC SCHOOL DIST	267.20	129.60
KELLOGGSVILLE SCHOOL DISTRICT	279.92	324.57
ECORSE PUBLIC SCHOOL DISTRICT	288.00	
OWOSSO PUBLIC SCHOOL DISTRICT	318.05	523.54
GRAND BLANC CMTY SCH DISTRICT	326.52	1,790.38
GENESEE SCHOOL DISTRICT	335.94	
HOPKINS PUBLIC SCHOOL DISTRICT	408.88	90.10
NORTH BRANCH AREA SCHOOL DIST	441.17	81.98
DEARBORN HEIGHTS SCH DIST 7	445.31	
WYANDOTTE PUB SCHOOL DISTRICT	483.19	
ATHERTON CMTY SCHOOL DISTRICT	508.77	39.99
HARPER CREEK SCHOOL DISTRICT	575.42	864.85
CADILLAC AREA PUBLIC SCH DIST	575.45	537.11
EAST LANSING SCHOOL DISTRICT	576.68	
BLOOMINGDALE PUBLIC SCH DIST	585.79	

School	November Available	July to Present Use
VAN BUREN PUBLIC SCHOOL DIST	588.48	
OTSEGO PUBLIC SCHOOL DISTRICT	589.42	185.96
LESLIE PUBLIC SCHOOL DISTRICT	600.21	
LUDINGTON AREA SCHOOL DISTRICT	625.39	
ITHACA PUB SCHOOL DISTRICT	643.54	
LINCOLN PARK PUBLIC SCH DIST	658.99	108.00
BUCHANAN CMTY SCHOOL DISTRICT	671.81	
WHITE PIGEON CMTY SCH DIST	718.51	
BEECHER CMTY SCHOOL DISTRICT	736.23	510.45
REED CITY HIGH SCHOOL	767.84	
MATTAWAN CONS SCHOOL DISTRICT	864.00	
JACKSON PUBLIC SCHOOL DIST	866.01	349.80
FOWLERVILLE HIGH SCHOOL	901.26	47.26
MELVINDALE NRTHRN ALLEN PK SD	917.76	
LINDEN CMTY SCHOOL DISTRICT	956.34	392.68
ROMEO CMTY SCHOOL DISTRICT	986.99	
LOWELL AREA SCHOOL DISTRICT	999.09	112.75
DEWITT PUBLIC SCHOOL DISTRICT	1,097.92	174.83
ANCHOR BAY SCHOOL DISTRICT	1,099.73	127.50
ST JOHNS PUBLIC SCHOOL DIST	1,128.77	279.62
SOUTH LYON CMTY SCH DISTRICT	1,134.68	481.82
HOLT PUBLIC SCHOOL DISTRICT	1,234.20	272.28
ROMULUS CMTY SCHOOL DISTRICT	1,243.38	
CRAWFORD AUSABLE SCHOOL DIST	1,266.20	45.78
MILAN AREA SCHOOLS	1,297.37	
PLAINWELL CMTY SCHOOL DISTRICT	1,388.45	93.60
HOUGHTON LAKE CMTY SCHOOL DIST	1,508.94	70.50
HASLETT PUBLIC SCHOOL DISTRICT	1,639.78	35.92
SOUTH REDFORD SCHOOL DISTRICT	1,844.93	
MILLINGTON CMTY SCHOOL DIST	1,894.72	66.57
NORTHWEST SCHOOL DISTRICT	1,969.56	
BULLOCK CREEK SCHOOL DISTRICT	2,196.19	
MIDLAND PUBLIC SCHOOL DISTRICT	2,211.08	
NOVI CMTY SCHOOL DISTRICT	2,294.65	303.70
LAKER SCHOOL DISTRICT	2,317.06	
SPARTA AREA SCHOOL DISTRICT	2,357.08	166.88
UTICA CMTY SCHOOL DISTRICT	2,607.93	
REDFORD UNION SCH DISTRICT	3,181.89	
CENTER LINE PUB SCH DISTRICT	3,185.95	
KENOWA HILLS SCHOOL DISTRICT	3,252.14	211.62
ROCHESTER CMTY SCHOOL DISTRICT	3,478.35	75.00
WARREN WOODS PUBLIC SCH DIST	3,480.04	
GREENVILLE PUBLIC SCHOOL DIST	3,596.15	47.60
GRAND LEDGE PUBLIC SCHOOL DIST	3,671.05	3.32
FRUITPORT CMTY SCHOOL DISTRICT	4,030.91	106.22
PLYMOUTH-CANTON CMTY SCHOOLS	4,082.65	
HARTLAND CONS SCHOOL DISTRICT	4,114.52	
TRAVERSE CITY AREA PUBLIC SCHS	4,284.28	3,599.79
BATTLE CREEK PUBLIC SCH DIST	4,293.61	942.49
Lanse Creuse	4,687.46	907.30
GRANDVILLE PUBLIC SCH DISTRICT	5,447.90	382.90

School	November Available	July to Present Use
WALLED LAKE CONS SCHOOL DIST	5,730.47	
SALINE AREA SCHOOL DISTRICT	6,114.52	336.61
EAST DETROIT PUBLIC SCH DIST	8,231.81	77.63
KENTWOOD PUBLIC SCHOOL DIST	8,858.13	398.60
LIVONIA PUBLIC SCHOOL DISTRICT	11,270.86	1,704.11
GRAND RAPIDS PUB SCH DIST	19,116.13	773.00
SCHOOL DIST CITY OF SAGINAW	20,365.66	
DETROIT PUBLIC SCHOOL DISTRICT	41,798.34	



## COOP FACTS

**FACT:** There are only two coops in Michigan that can legally process and deliver their own commodities—School Purchasing and Resource Consortium (SPARC) and Great Lakes Coop (GLC). There are other cooperatives that do a bid strictly for commercial products—Lakeside, Kalamazoo, Genesee and MOR (Macomb, Oakland and Wayne RESA)—and do not participate in direct diversion for USDA commodities.

**FACT:** For a coop to process and deliver commodities for their member districts, an Interlocal Agreement (ILA) must be in place. The Interlocal Agreement must be reviewed by the Attorney General's office, approved by the Michigan Department of Education (MDE) State Superintendent and approved by the Governor. SPARC and GLC have such an ILA.

**FACT:** In accordance with USDA and MDE procurement regulations, ALL school districts must competitively bid all food products using detailed specifications and in a way that does not limit open and fair competition. This is explained in MDE's 2001/2002 Administrative Policy #7. Districts can bid their own products or they can join a coop that assumes this responsibility for them. For example, some school districts may have joined the GLC to utilize the HPS bid.

**FACT:** SPARC members through an RFP have awarded a contract to TLC to deliver their commodity and commercial products.

**FACT:** GLC through an RFP have awarded a contract to GFS to deliver their commodity products. HPS awarded a bid to GFS to deliver their commercial products.

**FACT:** Unless you belong to SPARC or GLC, your commodities will be delivered by one of the two state operated warehouses.

**FACT:** Starting School Year 2005, TLC will deliver commodities for all SPARC members. Presently there are 46 member districts. SPARC serves all size districts and can legally accept as Associate Members, private school and non-profit members such as Residential Child Care Institutions (RCCIs). Membership fee is \$250 for districts who only want to be part of the Commodity Processing Program. The membership fee for districts participating in both the commodity and commercial programs is \$250 for districts whose enrollment are less than 500 and \$500 for districts with an enrollment over 500.

**FACT:** GFS delivers GLC commodities for members who are part of their commodity program. All GLC members are invited to be part of the commodity program. Presently, there are 37 districts of various sizes enrolled in this program. GLC has a one-time \$100 membership fee. They have an additional fee for all commodities that is \$.30 per case paid on a separate invoice to DJ Coops. This fee is used to pay for the tracking of commodities and the issuing/awarding of processing contracts. Under the GLC inter-

local agreement, public and private schools may become members for direct diversion of commodities.

**FACT:** All SPARC members are considered by the ILA to be Board Members and issues affecting membership are voted on at the Annual General Membership meeting. An Executive Director who meets monthly with an Executive Committee handles the day-to-day operation. The Executive Committee is comprised of a Chairman, Vice Chairman, Secretary, Treasurer and several Area Representatives, but the meetings are open to all SPARC members. Manistee Intermediate School District is the lead district and fiscal agent for SPARC.

**FACT:** GLC Board of Directors consists of ten members who make decisions for the coop. These members include a Chairperson, Vice Chair, Secretary/Treasurer, and seven trustees who are selected based on regions/district size. Every district/part of state is represented. Traverse City Public Schools is the lead district and serves as the Chairperson.

**FACT:** GLC members determine the commodity products they will receive – both donated and processed. DJ Coops issues the bids for processed commodity products. The GLC member's award the bids based on each school's award criteria. HPS issues the bids for commercial products and a committee of HPS members awards the products.

**FACT:** All SPARC members who wish to be part of the evaluation process can test products in their own school to determine student acceptance. Testing is done in January and approved brands are added to the specifications and this, along with price, are the factors used in final negotiations with the manufacturers and processors. The evaluation process is detailed and all appropriate age level survey forms are provided for elementary and secondary students.

For Questions regarding the SPARC Coop, contact Katie Peterson at 231-845-5758.

For Questions regarding the GLC Coop, contact Kristen Misiak at 231-933-1911.